

STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE

(STEAC) Minutes

Friday, December 16, 2005

Prison Industry Authority Conference Room, Sacramento, California

Members Present	Department	Representing
Coffman, Dan	CSU Los Angeles	So CA Fire Tech Directors
Coleman, Ronny J.	Chair	
Cone, Rob	CDF/Butte County FD	No CA Training Officers Assoc
Foster, Ed	Carpinteria-Summerland FPD	CSFA
Hurley, Charley	OES Fire & Rescue	OES 1230
Jennings, Mary	CFFJAC	CFFJAC
Larkin, Keith	CDF	CDF
Meston, Jeff	Novato FPD	CFCA
Rooney, Hal	Santa Clara County FD	FDAC
Senior, David	Allan Hancock College	No CA Fire Tech Directors Alternate
Stornetta, Anthony	Santa Barbara County FD	So CA Training Officers Assoc
Tingley, Russell	Hermosa Beach FD	League of California Cities
Wagner, Ken	Roseville FD	CFCA, Vice-chair
Members Absent	Department	Representing
Childress, Dennis	Orange County FA	So CA Training Officers Assoc
Donnelly, Jay	CDF	CDF Academy
State Fire Training Staff		Guests
Mike Richwine, Division Chief		Pat O'Brien, IEC
Rodney Slaughter, Deputy State Fire Marshal		Jim Robinson, Los Angeles County FD
Alicia Hamilton, Fire Service Training Specialist		Steve Raney
Lyndee Port, Management Services Technician		Kim Zagaris, OES (arrived at 1230)

I. Call to Order

The meeting was called to order at 1000 by Chair Ronny Coleman.

II. Introductions and Welcome

Chair welcomed members and guests. Self introductions were made and a quorum established.

III. Committee Internal

1. Membership review/update contact information

Chair reviewed roster with those in attendance. Quorum is 50% of membership +1 with the chair, vice-chair, or State Fire Marshal present.

MOTION: David Senior motioned that a vice-chair be appointed by chair. Chair appointed Ken Wagner to serve during his time on the board. Motion carried.

Action: A representative for CPF and Metro Chiefs still need to be appointed. Term limits need to be established to meet the two-year staggered terms.

2. Committee Goal

Issue: Need for a committee goal.

Discussion: Reviewed committee goal from 1989 and the one include in the SFT Procedure Manual.

MOTION: Jeff Meston motioned to accept the goal from the SFT Procedure Manual. Seconded by Ken Wagner. Oral vote taken, unanimously approved as follows:

"To serve as a policy review committee for the State Fire Marshal and provide final review of all State Fire Training course curricula."

Discussion followed regarding the information to include in the Procedure Manual regarding the description of STEAC.

Action: Updated page will be distributed for review at next meeting.

3. Open Meeting Provisions

Issue: All members need to be aware of the rules governing meetings.

Discussion: A copy of Government Code Sections 11120-11132 (Bagley-Keene Open Meeting Act) distributed to all present.

Action: The agenda and meeting notice will be posted to the State Fire Training website no later than 10 days prior to each scheduled meeting. No video or teleconferencing will be allowed.

4. Validation of Committee Voting Positions

All members, guests, and SFT staff can speak to an issue. Only members can vote. Technical advisors are nonvoting participants; they can make recommendations only.

IV. Course Development/Certification

1. Ethical Leadership in the Classroom course

Issue: Recommend this course be adopted as an FSTEP class and required for all current and new SFT instructors who teach CFSTES or FSTEP courses.

MOTION: Jeff Meston motioned for the committee to accept this recommendation. Seconded by Anthony Stornetta.

Discussion: There is a strong need to bring ethical behavior into the classroom. Thirteen pilot courses have been delivered through a grant. Ethical agreements were signed between State Fire Training and the students completing each course. Possible consequences for breaching the agreement would be that instructors could lose their approval to teach. Eight hour course delivery time frame was found to be appropriate. Rodney Slaughter will provide the course materials from the class offered in Fresno before the meeting adjourns.

What is the recommended protocol for submitting courses to STEAC for approval? The following was suggested: course outline, lesson plans, nexus with certification training standards (career development guides), proposed courseware, and instructor qualifications. STEAC does not exist to develop course curriculum; their goal is to maintain overall credibility of the system.

Mike Richwine recommends verification of instructor currency to keep those in the system wanting to continue to teach. Keith Larkin concerned about the proposed stringent requirements for FSTEP instructors (attend an orientation and complete the ethics class). Anthony Stornetta thinks these will raise the standard of training. Ken Wagner stated that all instructors who teach at a regional academy should be required to take the ethics course. Alicia Hamilton points out that approving the ethics class as an FSTEP course is one issue and requiring it for instructors is another agenda item.

Action: Add to January meeting agenda for discussion and possible adoption: 1) requirements for CFSTES instructors, 2) requirement for FSTEP instructors, 3) Ethical Leadership course instructor requirements, and 4) instructor currency.

V. Course Outreach

1. Establishment of the Academic Resources Review Panel

Item taken out of order per request of the chair. Ronny Coleman turns chair over to vice-chair, Ken Wagner for this issue.

Issue: Inability to maintain the Level II curriculum.

Discussion: Ronny Coleman refers to the Educational Resource Roundtable document distributed to those in attendance. His suggestion is to implement the recommendations on page 4 of the proposal. Use curriculum already available from outside sources for Level II courses. Need to identify certification training standards. Use certification exam rather to maintain minimum competency. Ronny Coleman proposes adoption of subcommittee to initially look at the Level II Management series.

MOTION: Rob Cone motioned to implement the recommendations on page 4. Seconded by Dan Coffman. All in favor.

Action: Chief Coleman will send out letters to all those involved and hold the first meeting in February.

Vice-chair returns chair to Ronny Coleman.

VI. Course Development/Certification

1. Curriculum Update-Subcommittee Members

Chair defers this item to the next meeting.

2. Impact of the IBC/IFC and Fire Marshal Certification

Issue: When does Uniform Fire Code certificate expire based on the adoption of the new code? How will this affect the Fire Prevention Officer certification? ICC program is a national program. There is a concern as California's standards are higher. Ed Foster inquiring on some direction from the California Fire Prevention Officers and see how they would want to address the issue.

Action: Chair to draft letter to the President of the CFCA Fire Prevention Officers Association requesting their specific recommendation.

3. SFT Procedure Manual

Issue: To approve the revised SFT Procedures Manual.

Discussion: Item not on original agenda posted to website. Rob Cone motioned that the draft Procedure Manual be posted to the SFT website. Seconded by Jeff Meston who recommends it be available for review and comments for 30 days. Oral vote; all approve.

Action: Draft Procedures Manual to be posted to SFT website. Comments to be emailed to Alicia Hamilton. Chief Richwine to evaluate comments and bring to January 27, 2006 STEAC meeting for consideration.

4. Fire Control 3 Task Book

Issue: The need for a process to qualify Fire Control 3 instructors.

Discussion: Copies of the proposed Fire Control 3 Instructor Task Book was distributed in draft format for information and comment at next STEAC meeting. Ken Wagner thinks the committee is not in a position to review the task book now without representatives from work group available for questions. Work group was identified as Training Officers' Association representatives from the north and south, Bob Lucchesi from SFT, and Mike Lewis of Los Angeles County FD. Rob Cone suggests Mike Lewis and Bob Lucchesi attend January's STEAC meeting in Rancho Cucamonga for this discussion.

Action: Deferred pending report by SFT staff in cooperation with the work group at next meeting.

5. Review of Bakersfield Meeting and Fall Symposium Update

Discussion: Bakersfield meeting attended by Ronny Coleman and Mike Richwine. Chief Richwine is encouraged to see level of support from Training Officers and California Fire Technology Directors Association (CFTDA). CFTDA petitioned State Fire Marshal Ruben Grijalva to have another member on STEAC. This request was granted and Dan Coffman now represents the CFTDA for the south.

VII. Strategic Planning

1. Stakeholders Survey Results

Discussion: Mike Richwine reviewed and summarized survey results. Chair will write first position paper defining a problem statement from the draft Strategic Plan. Within the next 12 months, chair will ask committee members to prepare position papers of each problem statement identified in the plan.

VIII. Partnerships

Chair noted we will make this a standard agenda item. Nothing at this time.

Chair Ronny Coleman excuses himself from the meeting due to another commitment. Chair transferred to Vice-chair Ken Wagner at 2:00 pm.

IX. Roundtable

Jeff Meston: Ethical Leadership table of contents of curriculum, instructor qualifications, course outline, objectives handed out. Review and discuss at next meeting.

Mike Richwine: Next meeting to discuss accredited academies and their status and extensions given.

David Senior: Requests a list of members with contact information.

Alicia Hamilton: Members check the roster that is circulating to correct or add information. Copy will be sent to all members.

Jim Robinson: Asks about management class for Chief Officer and any enumerated priorities for STEAC. Ken Wagner suggests Mr. Robinson request that a future agenda include discussion on STEC goals and priorities.

Mary Jennings: Curriculum meetings to be discussed next meeting. Motions not to accept meeting minutes from October 2005 as they are not complete. Will revisit next meeting.

Pat O'Brien: Students ready for a change in Level II.

Charley Hurley: To provide curriculum update for LAR, RS1, and RS2. Requests as agenda item.

Dan Coffman: Glad to be a part of committee.

Keith Larkin: Glad to be on the committee. Good opportunities to make changes.

X. Future Meeting Date

January 27, 2006

Community Center, Big Horn Room
11200 Baseline Road
Rancho Cucamonga, CA 91701

XI. Adjournment

Motion to adjourn meeting at 2:30 pm by Keith Larkin. Second by David Senior.

DRAFT